

## About Us

SEMFed is the regional federation for everyone who works in museums and galleries in the South and East of England. We are an independent membership organisation and aim to promote, support and develop our members on a local and national level.

We organise event days at museums throughout the region with a chance to network with fellow museum colleagues and an annual study trip, providing members with a rare opportunity to visit behind the scenes and meet members of staff from museums in other countries.

Our region covers the counties of Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Oxfordshire and Suffolk, as well as the Unitary authorities of Peterborough, Milton Keynes, Southend, Thurrock and Bedford

<http://www.semfed.org.uk/>

## Role Title: Vice President

### General Tasks:

Assist the President to maintain an overview of the Federation's role and purpose with a view to developing the organisation.

Work with the President to ensure an effective working committee, overseeing committee membership as necessary.

Stand in for the President when needed to chair committee meetings. Support different areas of the committee as needed.

Correspond with other people and organisations on behalf of the Federation as necessary.

Make an active contribution to events by welcoming attendees and engaging with discussions.

Represent the SEMFed at regional or national events as required.

Enable our organisation to deliver its objectives.

### Specific Tasks:

To take on responsibility for administering the Martin Howe Travel Bursary; to include advertising, liaising with applicants and Treasurer and on-going publicity for the Bursary.

### Benefits

Develop further skills, knowledge and experience to support career development.

Meet new people and develop professional networks.

### Time Commitment

Approximately 4-5 committee meetings a year, normally to take place at the end of a SEMFed event. It is expected that the Vice President will attend most of these meetings.

You are expected to keep in touch with the committee through email discussions and liaise with others as necessary.

An average of a few hours per month between committee meetings.

### Recruitment Process

Please submit your name, brief CV, contact and a 200 word summary of what you feel you could bring to the position to Lauren Ephithite, SEMFed President [lauren.ephithite@norfolk.gov.uk](mailto:lauren.ephithite@norfolk.gov.uk) by 22<sup>nd</sup> June 2018.

### Other Information

For an informal chat please ring Lauren Ephithite, SEMFed President on 01362 869393 or email [lauren.ephithite@norfolk.gov.uk](mailto:lauren.ephithite@norfolk.gov.uk)

For this role you are required to be a member of SEMFed (£10 annually) and it is assumed you will have been on the committee in another role preceding your nomination. This role has a four year term.

Volunteers, students, employed museum staff, retired museum staff and those between contracts are all welcome to apply.